

2022 LSTA Competitive Application

1. Overview

Funding requested:

Application Title:

Description:

2. Pre-Application

Pre-Application Questions

- Competitive Application Instructions (pdf) and Guidance are here: <https://nsla.nv.gov/2022LSTA/Apply#s-lg-box-wrapper-32827273>
- Archived LSTA Webinars are here: <https://nsla.nv.gov/2022LSTA/webinars>

Question 1: Have you read the LSTA 2022 Competitive Application Instructions and Guidance?

☐ Yes

☐ No

Question 2: Did you attend/view the February 16, 2022 Competitive Application webinar?

☐ Yes

☐ No

3. Library Information

Applicant library information.

Question 3: Library Name

Question 4: Library Type

- ☐ Public
- ☐ K12
- ☐ Academic
- ☐ Special
- ☐ Consortia

Question 5: Unique Entity Identifier (UEI). Enter DUNS# if your organization has not yet obtained its UEI.

Question 6: Library Description

4. Contact Information

Contact information for the library director and project manager.

Note: project emails and reminders will be sent to the project manager.

Question 7: Library Director First Name

Question 8: Library Director Last Name

Question 9: Library Director Email

Question 10: Library Director Phone

Question 11: Project Manager First Name

Question 12: Project Manager Last Name

Question 13: Project Manager Email- all project emails and reminders will be sent to this person.

Question 14: Project Manager Phone

5. Project Information and Statement of Need

This section serves as the project overview. It contains essential project information (Target Audience, IMLS Intent) as well as your Statement of Need. **It is worth 20% of the total score.**

Target Audience

All of your project activities and outcomes will be aimed at meeting your target audience's needs. For the application, first select either *Library Workforce* or *Library Users*; next, provide a description that will help define this group. Include enough descriptive information so that evaluators can get a good sense of this specific community. If your project targets your entire service population, you would list General Population and describe your patron group as a whole.

- The *Library Workforce* category encompasses professional staff, paraprofessionals, Boards, and volunteers/Friends groups.
- If you select *Library Users*, describe pertinent demographic information. You can use behavioral and/or demographic attributes, such as age (0-5), economic situation (underemployed), geographic distribution (rural), etc.

A Statement of Need is the rationale behind your project and demonstrates your library's understanding of the target audience's needs as well as your ability to address those needs. Your Statement of Need should be accessible, easy to understand, and concise; it should answer the question of "Why we should care." A good Statement of Need will have the following elements:

- A description of your target audience;
- A description of the situation/challenge that your target audience is facing;
- An explanation of how you know that this problem is real and not perceived;
- Problem implications (what happens if the problem is not addressed);
- Your proposed solution to elements of the problem;
- Verification that your solution is not duplicating efforts of other community organizations;
- Outcomes/benefits to your target audience that are achievable during the timeframe of your project (the impact).

All of these elements will be high-level overviews. More details regarding your project implementation and outcomes will be required in subsequent sections.

Tips:

- Your Statement of Need **MUST** be substantiated and should be compelling (if your need is not compelling, your project won't be either).
- Do not use circular logic (Problem: we don't have xx; Solution; we will create xx).
- Data should be comparative; if you cite statewide or national data, explain how this data has local relevance/significance.
- Don't conflate your organizations Wants with your target audience's Needs.

Question 15: Target Audience

- ☐ Library Workforce
- ☐ Library Users

Question 16: Target Audience Description

Question 17: IMLS Intent

- ☐ Lifelong Learning
 - ☐ Information Access
 - ☐ Economic & Employment Development
 - ☐ Institutional Capacity
 - ☐ Human Services
 - ☐ Civic Engagement
-

Question 18: Statement of Need

6. Outcomes, Evaluation, Goals

This section addresses project impact: how your Target Audience will benefit from the Activities, how you'll measure the impact, and how your project advances strategic library priorities. **It is worth 20% of the total score.**

Goals, LSTA and Local

Each LSTA project must advance one of Nevada's LSTA goals as well as strategic goals for your library and or community. For these questions, you will describe exactly how your project will do so.

Outcomes

What do you wish to accomplish, how will your project “move the needle” for participants? What changes in behavior, attitude, skill, knowledge, or understanding do you hope will occur? Identify your target audience’s current circumstances and describe the impact/how their circumstances will change. Explain how this outcome was selected and how you determined that your approach will provide the best solution.

Evaluation

Evaluation tracks outcomes and measures results. Consider how project success will be defined and measured. (What are your metrics? Where is the Target Audience starting and what point do you expect them to reach during your project period? How will you know you’re headed in the right direction?) Describe the data you’ll collect and the tools you’ll use to evaluate the extent to which your project is achieving its expected outcomes. Examples include pre- and post-assessments, surveys, benchmarks, and observations.

A note on Goals, Objectives, Activities, and Outcomes:

Goals reflect the big picture (30,000-foot view -- the forest looks like a big green/gold forest). For LSTA, the Goals are prepopulated for you (one of the 4 Nevada LSTA Goals plus your own local strategic goals).

Objectives are the LSTA projects you do to meet the Goals (mid-level view -- you know it's a forest but can distinguish pines from oaks).

Activities (which you will describe in the next section) are where you DO the measurable things to make the Objectives and your project happen -- they're the trees/weeds part of the forest analogy.

Activities are the heart of your project; they're distinct and real; they're where you'll get actual stories and can collect data and measure impact that will help you understand Outcomes (the good your project has done).

Outcomes, measured by all of the Activity data, demonstrate you've met your big-picture LSTA and Local goals.

Question 19: LSTA Goal

- ☐ Goal 1: Strengthen Nevada libraries' ability to effectively respond to community needs through training, planning, and assessment.
- ☐ Goal 2: Encourage Nevada libraries to develop and use partnerships and collaboration to maximize user resources and services throughout the state.
- ☐ Goal 3: Nevada libraries will provide responsive and accessible learning environments that meet the needs of all Nevada residents..
- ☐ Goal 4: Build capacity of libraries to meet evolving information access needs.

Question 20: LSTA Goal, Description

Question 21: Local Goal(s), Description

Question 22: Benefits/Outcomes to Target Audience

Question 23: Evaluation Methods

7. Implementation Activities

This section covers all your project's implementation Activities -- what you will do. **It is worth 20% of the total score.**

Implementation Activities

How will you implement your solution? What concrete things will you create/buy and what activities will you do as part of your Solution to the Need? Describe the activities, programs, outreach efforts, plans produced, people served, collections developed, etc., that will be purchased and created during the course of your project. For each Activity description, explain the activity's purpose, methods, and target audience, plus any high-level results that you anticipate. These should all be geared towards delivering the solution to your target audience's needs, but should also produce measurable data, such as circulation, statistics, and program attendance.

To be considered an Activity, the action must account for at least 10% of the total amount of resources committed to the project.

Note: Please separate your Implementation Activities into one of these 4 categories. If your project is funded, this is how your final report will be structured:

- **Instruction:** the transfer of knowledge or skills through interaction and user engagement;
 - **Content:** materials/collections/information resources;
 - **Planning/Evaluation:** The design, development, or assessment of operations, services, or resources;
 - **Procurement:** The purchase of equipment/supplies, hardware/software, or other materials that are not content related, but support library infrastructure.
-

Question 24: Activity #1 Category

- ☐ Instruction
- ☐ Content
- ☐ Planning/Evaluation
- ☐ Procurement

Question 25: Activity #1

Question 26: Activity #2 Category

- ☐ Instruction
 - ☐ Content
 - ☐ Planning/Evaluation
 - ☐ Procurement
-

Question 27: Activity #2

Question 28: Activity #3 Category

- ☐ Instruction
- ☐ Content
- ☐ Planning/Evaluation
- ☐ Procurement

Question 29: Activity #3

Question 30: Activity #4 Category

- ☐ Instruction
- ☐ Content
- ☐ Planning/Evaluation
- ☐ Procurement

Question 31: Activity #4

Question 32: Activity #5 Category

- ☐ Instruction
 - ☐ Content
 - ☐ Planning/Evaluation
 - ☐ Procurement
-

Question 33: Activity #5

Question 34: Activity #6 Category

- ☐ Instruction
- ☐ Content
- ☐ Planning/Evaluation
- ☐ Procurement

Question 35: Activity #6

8. Resources, Timeline

This section covers the infrastructure aspects of your project's activities: when you will do your activities (timeline), who will be doing them (staff resumes), how will you let your community know (promotion), and who in your community will help (partners). **It is worth 5% of the total score.**

Timeline

Download, complete, and upload this [Timeline Template](#). List all project implementation activities, staff responsible, and indicate when they will occur during the project period.

Staff Resumes

Describe the qualifications of key project staff listed in the timeline (track record, training, expertise, etc.).

Promotion

How will you let your target audience, and the community as a whole, know about this project and the Activities listed above?

Examples: press releases, social media, newspaper articles and ads, word of mouth/personal networking, school flyers, service clubs, and community calendars.

- Note: **IMLS must be recognized in all publicity materials.** You can tag IMLS on social media as well.

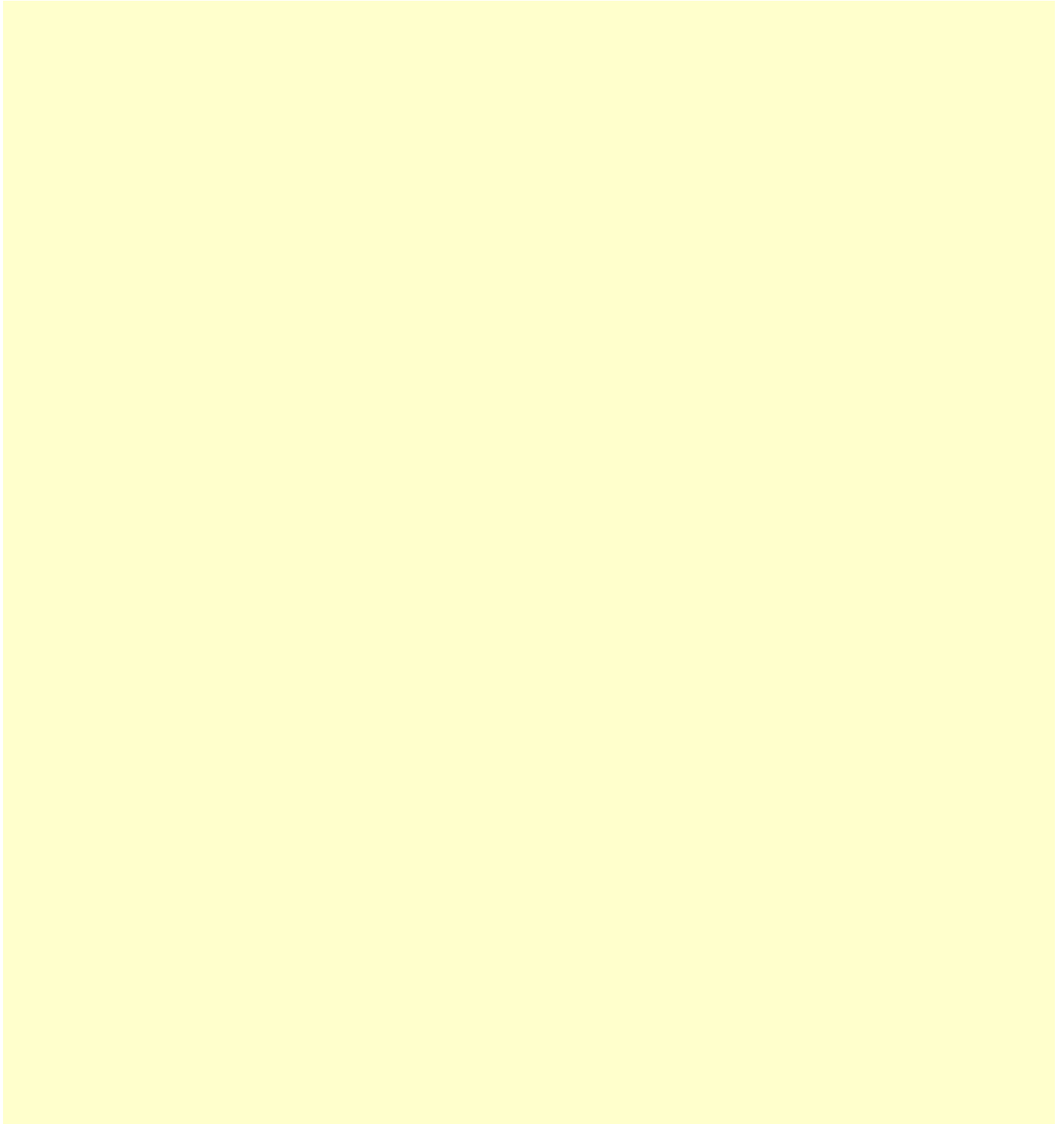
Partners

List project partners and indicate whether they are Formal or Informal. Describe their roles and contributions to project Activities. If Formal partners, you **must** attach a partnership agreement/MOU, explain how you will monitor their deliverables, and implications if the partners do NOT meet deliverables.

Question 36: Timeline

Upload completed Timeline Template here

Question 37: Staff Resumes



Question 38: Promotion

Question 39: Project Partners

9. Budget, Sustainability

The Budget is worth 20% of the total score.

Instructions:

- Question 42: download, complete, and upload this [Budget Template](#)
 - Whole dollar amounts only. The Budget Template autocalculates.
- Question 43: Provide a brief, holistic, budget narrative.
- Questions 44-46: Enter the LSTA Funds requested, anticipated local match, and total project costs.
- Question 47: Describe your intentions for this project after the funding period ends.

Budget significance: Your project budget = the "inputs" that make your project come alive. Keep in mind that it is money that serves as the transformative change; it should be very clear to evaluators what this money will help you achieve in this project.

Allowable costs: Prior to completing the budget section, familiarize yourself with LSTA Allowable Costs: https://nsla.nv.gov/ld.php?content_id=27558383

Indirect Costs: If greater than 10%, attach your negotiated Indirect Costs rate documentation.

Match: A cash or in-kind match of 10% of awarded LSTA funds is required. Matching funds may come from the library's operating budget, Friends of the Library groups, gift funds, or project partners. Other federal funds may not be used towards match. Match must be documented.

Sustainability: Describe your plans for this project's future after the grant funding period ends. If continuation is warranted, how will your library be able to sustain, maintain, and/or expand the project? How will your library continue the momentum? Will existing resources be reallocated, partnerships and/or alternative funding sought? Describe how evaluation efforts will drive future decisions. For planning grants, explain how you will implement the processes, programs and/or services developed as part of the planning grant.

Question 40: Budget Detail (Please download Budget Template above; fill out; upload completed version)

[Upload completed Budget Template here](#)

Question 41: Budget Overview/Narrative

Question 42: LSTA Funds Requested (\$) (must be the same as the amount entered in Overview)

Question 43: Matching Funds (\$)

Question 44: Total Project Costs (\$)

Question 45: Sustainability

10. Innovation

Innovation is worth 3% of the total score.

Per the Project Overview: "LSTA competitive funds are intended to be used as seed money for sustainable projects. Libraries are encouraged to envision projects that will support new/improved programs or services that will solve a specific problem or meet an identified need of the library's current or potential users."

How does this project bring new and innovative services (something that doesn't exist or is significantly different than what currently exists) to your library and community?

Question 46: Innovation

11. Attachments

Attach/upload any supporting materials.

Supporting Materials examples:

- Indirect Costs rates
- Letters of support (encouraged for informal partners and key stakeholders)
- Partnership agreements (required for formal partners)
- Technology specifications (required for equipment over \$5,000)
- Photos and layouts
- Sample evaluation tools
- Job descriptions (required for LSTA-funded salaries)
- RFPs/Scopes of Work (if contracted services are a major component of your budget)
- Anything else that you feel will help reviewers understand your project and budget.

Note: The review panel often requests hard copies of application packets. Anything that is not printable (videos, websites, etc.) cannot be included in printed copies of your application packet.

Question: Attachments

[Upload attachments here](#)

12. Technical-Information Only

Attention to technical details (spelling and math; attachments) is worth 2% of the total score.

Please review your application for: spelling/grammar and math errors as well as required attachments and supporting documents, including:

- Partner agreements & letters of support
 - A completed and signed application certification
 - A completed Budget Template and Timeline
 - Technical specifications and costs for equipment over \$5,000
 - Indirect Costs documentation (if over 10%)
-

13. Overall Merit-Information Only

Overall Merit is worth 10% of the total score.

A strong application will present a clear and convincing case for funding. All aspects of the project will be perceptive and explicit. In addition, Evaluators will look at how the following are woven into the fabric of the entire application (these questions are meant to serve as guidance, not to be a checklist):

Significance

- Does this project address an important need or opportunity?
- If the aims of the application are achieved, how will library users benefit?

Approach

- Are the project framework, design, methods, and analyses adequately developed, well-integrated, and appropriate to the goals of the project?
- Does the applicant acknowledge potential problem areas and consider alternative tactics?

Concept

- Does the proposed project employ appropriate concepts, approaches or methods?
- Are the aims appropriate?
- Does the project challenge existing paradigms or develop new methodologies?

Environment

- Does the environment in which the work will be done contribute to the likelihood of success?
- Do the proposed activities take advantage of unique features of the community/library? Do they employ useful collaborative arrangements?
- Is there evidence of institutional support?

Measurable Impact

- What difference does the project make beyond what would have happened without it?
- Does the applicant's plans/methods, timeline, and measurable impact give evidence of experience commensurate with their stage of growth and funding request level?

Organizational Capacity Challenges

- What portion of the funding request addresses capacity challenges?
- Will they receive funding elsewhere to address those challenges?

Experience

- What level of experience do project staff have?
- Do they have proven ability to grow their reach?

Budget

- Does the budget match the program priorities?
 - Are the descriptions of each request sufficient?
-

14. Project Agreement

Question : Agreement. By checking the boxes, I agree that if my LSTA Grant Project is funded, I will:

- ☐ Expend 100% of LSTA funds in the allowable costs categories as noted in the budget section and submit receipts/backup documentation for reimbursement
- ☐ Conduct surveys as required by IMLS - see <https://nsla.nv.gov/2022LSTA/Surveys>
- ☐ Provide local matching funds of at least 10%
- ☐ Submit final reimbursement requests by Sep. 16, 2023
- ☐ Submit a completed final report by Oct. 31, 2023
- ☐ Acknowledge the source of project funding in all publicity.
- ☐ Retain all grant related documents, including copies of reimbursement requests and payments received, per federal retention schedules (through Dec. 31, 2026 for Federal Fiscal Year 2022 grants)

15. Application Certification

Please download, sign, and upload this [LSTA Application Certification](#).

Certification text:

*WE, THE UNDERSIGNED, CERTIFY the project application named above will be the basis for the operation and administration of the project for which LSTA funds are requested. We will provide expenditure and other reports and will comply with such fiscal provisions as the Nevada State Library, Archives and Public Records.
Receipt of this application by NSLAPR does not guarantee that my library will be awarded funding.*

Note: If your library is not governed by a Library Board, the person authorized to apply for federal funds on behalf of the applicant jurisdiction, as determined locally, should sign the LSTA application certification.

Question 49: Certification (Please download the Certification above; fill out; upload completed version)

Upload Signed Application Certification

LSTA Budget

Enter whole \$\$ amounts for LSTA and Match. Subtotal and Total fields will autocalculate. In order to avoid rounding errors, do NOT enter cents.

Project Title		Library Name	
TOTAL LSTA (autocalculates)			\$0
TOTAL Match (autocalculates)			\$0
TOTAL Project (autocalculates)			\$0
Salaries/Wages/Benefits			
	LSTA	Match	Subtotal
Description 1			\$0
Description 2			\$0
Description 3			\$0
Description 4			\$0
Description 5			\$0
Description 6			\$0
Description 7			\$0
Description 8			\$0
Subtotal Salaries	\$0	\$0	\$0
Consultant Fees			
	LSTA	Match	Subtotal
Description 1			\$0
Description 2			\$0
Description 3			\$0
Description 4			\$0
Description 5			\$0
Description 6			\$0
Description 7			\$0
Description 8			\$0
Subtotal Consultant Fees	0	0	\$0
Travel			
	LSTA	Match	Subtotal
Description 1			\$0
Description 2			\$0
Description 3			\$0
Description 4			\$0
Description 5			\$0
Description 6			\$0
Subtotal Travel	\$0	\$0	\$0
Supplies/Materials			
	LSTA	Match	Subtotal
Description 1			\$0
Description 2			\$0
Description 3			\$0
Description 4			\$0
Description 5			\$0
Description 6			\$0
Description 7			\$0
Description 8			\$0
Description 9			\$0
Description 10			\$0
Subtotal Supplies/Materials	\$0	\$0	\$0
Equipment Over \$5,000 (requires preapproval; you must submit equipment specifications)			
	LSTA	Match	Subtotal
Description 1			\$0
Description 2			\$0
Description 3			\$0
Description 4			\$0
Description 5			\$0
Subtotal Equipment	\$0	\$0	\$0
Services			
	LSTA	Match	Subtotal
Description 1			\$0
Description 2			\$0
Description 3			\$0
Description 4			\$0
Description 5			\$0
Description 6			\$0
Description 7			\$0
Description 8			\$0
Subtotal Services	\$0	\$0	\$0
Subtotals			
	LSTA	Match	Total Subtotal
Subtotals - All Categories	\$0	\$0	\$0
Indirect Costs (enter rate below)			
	LSTA	Match	Total
	\$0		\$0
Totals All Categories (including Indirect Costs)	\$0	\$0	\$0

[illegible]

LIBRARY SERVICES AND TECHNOLOGY ACT

Instructions for 2022 LSTA Competitive Grant Application

Section 1: Overview

Please provide the following general information regarding your Funding Application:

LSTA Funding Requested (Max \$75,000): Provide whole-dollar amount.

Application Title: **100 character limit.** The working title of your project. Should be descriptive & short.

Description: Enter a brief (2-3 sentences) summary or description of your project.

Guidelines

Funding level: \$10,001-\$75,000

Project period: July 1, 2022 – Aug. 31, 2023

Who may apply: Eligible Nevada Libraries

- Nevada LSTA Eligibility Requirements: https://nsla.nv.gov/ld.php?content_id=58271306

Who may submit an application:

- Libraries who have submitted approved 2022 LSTA proposals may submit applications.
- Libraries who did not participate in the 2022 proposal process may NOT submit a competitive application.

Important Dates:

- February 16, 2022: Webinar about 2022 Competitive Applications.
 - Archived LSTA Webinars are here: <https://nsla.nv.gov/2022LSTA/webinars>
- March 4, 2022: Optional first draft due date
- April 1, 2022: Full LSTA 2022 competitive application due date
- April 19, 2022: Meeting of State Council on Libraries & Literacy, review and ranking of competitive applications, with applicant Q & A
- July 1, 2022: Projects begin

What projects will be considered? LSTA funds are intended to be used as seed money for sustainable projects, not for ongoing operational costs; LSTA may not supplant local responsibility or replace lost funding. Libraries are encouraged to envision projects that will support new/improved programs or services that will solve a specific problem or meet an identified need of the library's current or potential users. Projects must also align with and advance at least one of the goals from Nevada's LSTA 5-year plan, 2018-2022, which has been approved by the U.S. Institute of Museum and Library Services and directly relates to the purposes and priorities of the Library Services and Technology Act (LSTA) (20 U.S.C. § 9121). Nevada's LSTA 5-year plan, 2018-2022 is available here: https://nsla.nv.gov/ld.php?content_id=50682804

Optional First Drafts? During the 2017 grant cycle, NSLAPR offered all applicants the opportunity to revise their final applications in order to incorporate staff recommendations and present stronger, sharper, more well-defined projects to the application review panel. For federal year 2022, NSLAPR will continue this process by offering an optional first draft opportunity.

What happens to the final application? The submission of an application is not binding upon the applicant nor upon the Nevada State Library, Archives and Public Records (NSLAPR). Submitted applications become public information. Applications received after the posted deadlines will not be considered. There are no favored categories of grant or applicant.

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How are competitive applications evaluated? Competitive grant applications (not the first drafts) are evaluated and ranked by members of the State Council on Libraries and Literacy (Council), who are authorized by NRS 380 A.081 to Review plans and applications submitted by libraries and political subdivisions for state grants-in-aid and make recommendations to the State Library, Archives and Public Records Administrator concerning approval. Council is composed of 17 members: 11 gubernatorial appointees and 6 ex-officio representatives of state agencies (NRS 380 A.041). They will have perspectives on library services that are unique to their stakeholders, making their insights and funding recommendations critical to library and community success and an invaluable resource to NSLAPR staff.

Successful competitive grant applicants will be invited to attend Council's spring meeting to participate in the LSTA Question and Answer session; after the Q&A session, SCLL members will perform final review and ranking of the projects and submit funding recommendations to the NSLAPR Division Administrator. Applicants will be notified of their final ranking results.

LSTA Appeals Process: Applicant Libraries whose LSTA grant applications are denied funding may appeal for reconsideration. The applicant library should submit a letter of appeal in writing, including detailed reasons, facts, and the remedy sought, within 30 days from the date that the applicant was notified that their grant was denied funding. The LSTA Coordinator will review the appeal and provide recommendations to the Nevada State Library, Archives and Public Records Division Administrator, who will respond as appropriate to the situation. New information or a new proposal will not be considered; the recommendations will be based on the merits of the final application and specific reviewer scoresheets and comments.

If the applicant library is not satisfied with the information and decision provided by the Administrator, the Administrator will convene an ad hoc committee of the State Council on Libraries and Literacy for a recommendation on the appeal. The decision reached will be considered final. No grant agreements will be executed for a grant round until all appeals are complete.

When is funding available? LSTA funds are granted to NSLAPR based on the federal fiscal year. Awards will be made on a one-year basis only and are subject to the availability of federal funds. No projects will be funded until federal funding has been secured for federal fiscal year 2022. The actual project will be expected to operate from July 1, 2022 through August 31, 2023. Quarterly progress reports and a Final Evaluation will be required.

Is a match required? Yes. A cash or in-kind match of 10% of awarded LSTA funds is required. Matching funds may come from the library's operating budget, Friends of the Library groups, gift funds, or project partners. Other federal funds may not be used towards match. Match must be documented.

Application tips: Strong applications will be clear in intent; have a Statement of Need supported by evidence (data); describe attainable Outcomes that result in a change in knowledge, skills, attitudes, enjoyment, or behavior for the target audience; show evidence of planning; have realistic budgets and timelines; and have well defined inputs, activities, outputs. They will be evaluated for viability, sustainability, innovation, and community impact.

Section 2: Pre-Application

Question 1: Have you read the LSTA Competitive Application Instructions and Guidance? Yes or No. Since you are reading the Instructions now, your answer will be Yes.

- Instructions and Guidance are here: <https://nsla.nv.gov/2022LSTA/Apply#s-lg-box-wrapper-32827273>

Question 2: Did you attend/view the February 16, 2022, Competitive Application webinar? Yes or No. The webinar is mandatory for at least one person per library.

- An archived recording is posted here: <https://nsla.nv.gov/2022LSTA/webinars>

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Section 3: Library Information

Question 3: Library Name. Enter the full legal name of the applicant library, system, school district, or other agency.

Question 4: Library Type. Select one. Your library type will have corresponding LSTA eligibility criteria.

Public / K12 / Academic / Special / Consortia

Question 5: Unique Entity Identifier (UEI). Enter DUNS# if your organization has not yet obtained its UEI. By April of 2022, LSTA subgrantees must use a Unique Entity Identifier (UEI) created in SAM.gov. If you haven't yet received a UEI from SAM.gov, enter your DUNS, *but please note:* if your project is funded, you will not receive your award until you provide a UEI to the LSTA Coordinator.

Question 6: Library Description. 800 character limit. Provide a brief description of your library (location, demographics, population served, number of branches, number of staff, etc.).

Section 4: Contact Information

Contact information for the library director and project manager. Note: project emails and reminders will be sent to the project manager.

Question 7: Library Director First Name. The library director or appropriate senior administrative officer who is authorized to sign an agreement accepting the terms of the grant.

Question 8: Library Director Last Name. The library director or appropriate senior administrative officer who is authorized to sign an agreement accepting the terms of the grant.

Question 9: Library Director Email. The email address for the library director or appropriate senior administrative officer who is authorized to sign an agreement accepting the terms of the grant.

Question 10: Library Director Phone. The phone number for the library director or appropriate senior administrative officer who is authorized to sign an agreement accepting the terms of the grant.

Question 11: Project Manager First Name. The primary contact for this project. All emails and reminders will be sent to this person using this information.

Question 12: Project Manager Last Name. The primary contact for this project. All emails and reminders will be sent to this person using this information.

Question 13: Project Manager Email – all project emails and reminders will be sent to this person. The email address for the project director.

Question 14: Project Manager Phone. The phone number for the project director.

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Section 5: Project Information and Statement of Need

This section serves as the project overview. It contains essential project information (Target Audience, IMLS Intent) as well as your Statement of Need. It is worth 20% of the total score.

Question 15: Target Audience. Select ONE: ☐ Library workforce ☐ Library users

Identify the primary audience for this project. Your entire project will be built around this group and activities should be aimed at generating meaningful outcomes for this group.

Question 16: Target Audience Description. 500 character limit. All of your project activities and outcomes will be aimed at meeting your target audience's needs. For the application, first select either *Library Workforce* or *Library Users*; next, provide a description that will help define this group. Include enough descriptive information so that evaluators can get a good sense of this specific community.

- The *Library Workforce* category encompasses professional staff, paraprofessionals, Boards, and volunteers/Friends groups.
- If you select *Library Users*, describe pertinent demographic information. You can use behavioral and/or demographic attributes, such as age (0-5), economic situation (underemployed), geographic distribution (rural), etc.

Question 17: IMLS Intent. Select ONE of the IMLS Focal Areas that your project addresses: Lifelong Learning, Information Access, Economic & Employment Development, Institutional Capacity, Human Services, Civic Engagement.

Question 18: Statement of Need. 1,800 character limit. A Statement of Need is the rationale behind your project and demonstrates your library's understanding of the target audience's needs as well as your ability to address those needs. Your Statement of Need should be accessible, easy to understand, and concise; it should answer the question of "Why we should care." A good Statement of Need will have the following elements:

- A description of your target audience;
- A description of the situation/challenge that your target audience is facing;
- An explanation of how you know that this problem is real and not perceived;
- Problem implications (what happens if the problem is not addressed);
- Your proposed solution to elements of the problem;
- Verification that your solution is not duplicating efforts of other community organizations;
- Outcomes/benefits to your target audience that are achievable during the timeframe of your project (the impact).

All of these elements will be high-level overviews. More details regarding your project implementation and outcomes will be required in subsequent sections.

Tips:

- Your Statement of Need MUST be substantiated and should be compelling (if your need is not compelling, your project won't be either).
- Do not use circular logic (Problem: we don't have xx; Solution; we will create xx).
- Data should be comparative; if you cite statewide or national data, explain how this data has local relevance/significance.
- Don't conflate your organizations Wants with your target audience's Needs.

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Section 6: Outcomes, Evaluation, Goals

This section addresses project impact: how your Target Audience will benefit from the Activities, how you'll measure the impact, and how your project advances strategic library priorities. It is worth 20% of the total score.

A note on Goals, Objectives, Activities, and Outcomes:

Goals reflect the big picture (30,000-foot view -- the forest looks like a big green/gold forest). For LSTA, the Goals are prepopulated for you (one of the 4 Nevada LSTA Goals plus your own local strategic goals).

Objectives are the LSTA projects you do to meet the Goals (mid-level view -- you know it's a forest but can distinguish pines from oaks).

Activities (which you will describe in the next section) are where you DO the measurable things to make the Objectives and your project happen -- they're the trees/weeds part of the forest analogy. Activities are the heart of your project; they're distinct and real; they're where you'll get actual stories and can collect data and measure impact that will help you understand Outcomes (the good your project has done).

Outcomes, measured by all of the Activity data, demonstrate you've met your big-picture LSTA and Local goals.

Question 19: LSTA Goal. Select the Nevada LSTA Strategic Goal that your project will advance.

- **Goal 1:** Strengthen Nevada libraries' ability to effectively respond to community needs through training, planning, and assessment.
- **Goal 2:** Encourage Nevada libraries to develop and use partnerships and collaboration to maximize user resources and services throughout the state.
- **Goal 3:** Nevada libraries will provide responsive and accessible learning environments that meet the needs of all Nevada residents.
- **Goal 4:** Build capacity of libraries to meet evolving information access needs.

Question 20: LSTA Goal, Description. 1,200 character limit. Describe how your project advances the LSTA Goal selected.

Question 21: Local Goal(s), Description. 1,200 character limit. Describe how your project advances local planning goals (strategic, collection development, technology plans, etc.).

Question 22: Benefits/Outcomes to Target Audience. 1,800 character limit. What do you wish to accomplish, how will your project "move the needle" for participants? What changes in behavior, attitude, skill, knowledge, or understanding do you expect to occur in your target audience as a result of this project? Identify your target audience's current circumstances and describe the impact/how their circumstances will change. Explain how this outcome was selected and how you determined that your approach will provide the best solution.

Question 23: Evaluation Methods. 1,500 character limit. Evaluation tracks outcomes and measures results. Consider how project success will be defined and measured. (What are your metrics? Where is the Target Audience starting and what point do you expect them to reach during your project period? How will you know you're headed in the right direction?) Describe the data you'll collect and the tools you'll use to evaluate the extent to which your project is achieving its expected outcomes. Examples include pre- and post-assessments, surveys, benchmarks, and observations.

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Section 7: Implementation Activities

This section covers all your project's implementation Activities -- what you will do. It is worth 20% of the total score.

How will you implement your solution? What concrete things will you create/buy and what activities will you do as part of your Solution to the Need? Describe the activities, programs, outreach efforts, plans produced, people served, collections developed, etc., that will be purchased and created during the course of your project. For each Activity description, explain the activity's purpose, methods, and target audience, plus any high-level results that you anticipate. These should all be geared towards delivering the solution to your target audience's needs, but should also produce measurable data, such as circulation, statistics, and program attendance.

To be considered an Activity, the action must account for at least 10% of the total amount of resources committed to the project.

Note: Please separate your Implementation Activities into one of these 4 categories. If your project is funded, this is how your final report will be structured:

- **Instruction:** the transfer of knowledge or skills through interaction and user engagement;
- **Content:** materials/collections/information resources;
- **Planning/Evaluation:** The design, development, or assessment of operations, services, or resources;
- **Procurement:** The purchase of equipment/supplies, hardware/software, or other materials that are not content related, but support library infrastructure.

Question 24: Activity # 1 Category. Select one category: Instruction / Content / Planning-Evaluation / Procurement.

Note: every grant application must specify at least one Activity.

Question 25: Activity # 1 Description. 1,800 character limit. How will you implement your solution to the target audience's need? Describe the activities, programs, outreach efforts, plans produced, people served, collections created, etc. Build upon your answers in Sections 5 and 6 and provide more detail.

Question 26: Activity # 2 Category. Select one category. Note: if you do not have an Activity #2 but have inadvertently clicked on a category, the software does not at this point allow you to clear the category list altogether. If that is the case, please note in the description that you actually do not have an Activity #2.

Question 27: Activity # 2 Description. 1,800 character limit.

Questions 28 through 35: List and describe additional activities, as needed.

Section 8: Resources, Timeline

This section covers the infrastructure aspects of your project's activities: when you will do your activities (timeline), who will be doing them (staff resumes), how will you let your community know (promotion), and who in your community will help (partners). **It is worth 5% of the total score.**

Question 36: Timeline. Download, complete, and upload the [Timeline Template](#) : List all project implementation and promotional activities, key staff assigned to the activity, and indicate (with a checkmark) when they'll occur.

Question 37: Staff Resumes. 3,600 character limit. Describe the qualifications of key project staff listed, including those listed on the timeline (track record, training, expertise, etc.).

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Question 38: Promotion. 1,500 character limit. How will you let your target audience, and the community as a whole, know about this project and its activities? Examples: press releases, social media, newspaper articles and ads, word of mouth/personal networking, school flyers, service clubs, and community calendars. Note: **IMLS must be recognized in all publicity materials.** You can tag IMLS on social media as well.

Question 39: Project Partners: 1,800 character limit. Indicate whether you have project partners. If yes, list them and whether they are formal (you have written agreements on project deliverables) or informal, and describe their project contributions. Attach any formal agreements in Section 11, Attachments.

Partners help you achieve project outcomes with either cash or in-kind support. They're not mandatory, but if you have them, we document their contributions in order to demonstrate how federal dollars can be leveraged and how libraries are recognized as an essential part of a greater community whole. Note: partners are not vendors; they don't receive payment for services.

A formal partner is a library or non-library entity that will contribute specific deliverables to the project. A deliverable may be a cash amount or personnel, training space, transportation, supplies, materials, printing or other items to be used in implementing the grant. The applicant library must serve as project manager for any collaborative project, assuming all project management responsibilities, from grant project start to completion. Provide clear details about the roles, relationships, expectations, and responsibilities of each partner and attach a partnership agreement to document the partner(s)' deliverables. The applicant library is responsible for establishing and enforcing any agreements or contracts with partnering institutions, including matching funds commitments and/or who will retain use or ownership of any equipment after the funding period is over.

An informal partner is a library or non-library entity that will assist in the project's planning, implementation, and promotion/marketing, but will not be contributing specific deliverables. Informal partners may write letters of support for the project.

Section 9: Budget, Sustainability

The Budget is worth 20% of the total score.

Budget significance: Your project budget = the "inputs" that make your project come alive. Keep in mind that it is money that serves as the transformative change; it should be very clear to evaluators what this money will help you achieve in this project.

Allowable costs: prior to completing the budget section, familiarize yourself with LSTA Allowable

Costs: https://nsla.nv.gov/ld.php?content_id=27558383

Indirect Costs: if greater than 10%, attach your negotiated Indirect Costs rate documentation in Section 11, Attachments.

Question 40: Budget Detail. Download, complete, and upload this [Budget Template](#). Use whole dollar amounts only. The Budget Template autocalculates.

Question 41: Budget Overview/Narrative. 800 character limit. Provide a brief overview of how items in the Budget Detail will support project activities.

Question 42: LSTA Funds Requested (\$) (must be the same as the amount entered in Overview). Competitive Grant awards: \$10,001 - \$75,000.

Question 43: Matching Funds (\$) A cash or in-kind match of 10% of awarded LSTA funds is required. Matching funds may come from the library's operating budget, Friends groups, gift funds, or project partners. Other federal funds may not be used towards match. Match must be documented.

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Question 44: Total Project Costs (\$). This amount will be the LSTA requested plus Match.

Question 45: Sustainability. 800 character limit. Describe your plans for this project's future after the grant funding period ends. If continuation is warranted, how will your library be able to sustain, maintain, and/or expand the project? How will your library continue the momentum? Will existing resources be reallocated, partnerships and/or alternative funding sought? Describe how evaluation efforts will drive future decisions. For planning grants, explain how you will implement the processes, programs and/or services developed as part of the planning grant.

Section 10: Innovation

Innovation is worth 3% of the total score.

Question 46: Innovation. 800 character limit. How does this project bring new and innovative services (something that doesn't exist or is significantly different than what currently exists) to your library and community? As stated in Section 1, Overview: "LSTA competitive funds are intended to be used as seed money for sustainable projects. Libraries are encouraged to envision projects that will support new/improved programs or services that will solve a specific problem or meet an identified need of the library's current or potential users."

Section 11: Attachments

Question 47: Attachments. Upload/attach any supporting materials.

Supporting materials examples:

- Indirect Costs rates
- Letters of support (encouraged for informal partners and key stakeholders)
- Partnership agreements (required for formal partners)
- Technology specifications (required for equipment over \$5,000)
- Photos and layouts
- Sample evaluation tools
- Job descriptions (required for LSTA-funded salaries)
- RFPs/Scopes of Work (if contracted services are a major component of your budget)
- Anything else that you feel will help reviewers understand your project and budget.

Note: The review panel often requests hard copies of application packets. Anything that is not printable (videos, websites, etc.) cannot be included in printed copies of your application packet.

Section 12: Technical – Information Only

Attention to technical details (spelling and math; attachments) is worth 2% of the total score.

Please review your application for: spelling/grammar and math errors as well as required attachments and supporting documents, including:

- Partner agreements & letters of support
- A completed and signed application certification
- A completed Budget Template and Timeline
- Technical specifications and costs for equipment over \$5,000
- Indirect Costs documentation (if over 10%)

Section 13: Overall Merit – Information Only

Overall Merit is worth 10% of the total score.

A strong application will present a clear and convincing case for funding. All aspects of the project will be perceptive and explicit. In addition, Evaluators will look at how the following are woven into the fabric of the entire application (these questions are meant to serve as guidance, not to be a checklist): **Significance**

- Does this project address an important need or opportunity?
- If the aims of the application are achieved, how will library users benefit?

Approach

- Are the project framework, design, methods, and analyses adequately developed, well-integrated, and appropriate to the goals of the project?
- Does the applicant acknowledge potential problem areas and consider alternative tactics?

Concept

- Does the proposed project employ appropriate concepts, approaches or methods?
- Are the aims appropriate?
- Does the project challenge existing paradigms or develop new methodologies?

Environment

- Does the environment in which the work will be done contribute to the likelihood of success?
- Do the proposed activities take advantage of unique features of the community/library? Do they employ useful collaborative arrangements?
- Is there evidence of institutional support?

Measurable Impact

- What difference does the project make beyond what would have happened without it?
- Does the applicant's plans/methods, timeline, and measurable impact give evidence of experience commensurate with their stage of growth and funding request level?

Organizational Capacity Challenges

- What portion of the funding request addresses capacity challenges?
- Will they receive funding elsewhere to address those challenges?

Experience

- What level of experience do project staff have?
- Do they have proven ability to grow their reach?

Budget

- Does the budget match the program priorities?
- Are the descriptions of each request sufficient?

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Section 14: Project Agreement

Checking each box indicates the applicant library understands and agrees to perform each of the required tasks. The tasks are mandatory; libraries awarded LSTA funds may not opt out.

Question 48: Agreement. By checking each item, I agree that if my LSTA Grant Project is funded, I will:

- ☐ Expend 100% of LSTA funds in the allowable costs categories as noted in the budget section and submit receipts/backup documentation for reimbursement
- ☐ Conduct surveys as required by IMLS - see <https://nsla.nv.gov/2022LSTA/Surveys>
- ☐ Provide local matching funds of at least 10%
- ☐ Submit final reimbursement requests by Sep. 16, 2023
- ☐ Submit a completed final report by Oct. 31, 2023
- ☐ Acknowledge the source of project funding in all publicity
- ☐ Retain all grant related documents, including copies of reimbursement requests and payments received, per federal retention schedules (through Dec. 31, 2026 for Federal Fiscal Year 2022 grants)

Section 15: Application Certification

Question 49: Please download, sign, and upload this [LSTA Application Certification](#).

Certification text:

*WE, THE UNDERSIGNED, CERTIFY the project application named above will be the basis for the operation and administration of the project for which LSTA funds are requested. We will provide expenditure and other reports and will comply with such fiscal provisions as the Nevada State Library, Archives and Public Records.
Receipt of this application by NSLAPR does not guarantee that my library will be awarded funding.*

Note: If your library is not governed by a Library Board, the person authorized to apply for federal funds on behalf of the applicant jurisdiction, as determined locally, should sign the LSTA application certification.

Section 16: Review & Status

Please review your Funding Application for "2022 LSTA Competitive Application" and be sure you answer all the required questions. Use the next and previous buttons to navigate through the sections. The questions and your responses are summarized below using the following status icons:

- Green check:** Question has been answered.
- Red X:** Question has not been answered and is required.
- Grey dot:** Question has not been answered but is optional.

When your Funding Application is complete, click the "Submit Funding Application" button to submit it for review.